



**California Department of Forestry and Fire Protection
Office of the State Fire Marshal
California All Incident Reporting System**

Request for CFIRS Manual

In 2000, the California State Fire Marshal (SFM) began transitioning from collecting data under the California Fire Incident Reporting System (CFIRS) to the nationally-recognized National Fire Incident Reporting System (NFIRS). This transition was completed on December 31, 2002.

The SFM utilizes the California All Incident Reporting System (CAIRS) as a statewide emergency incident data program (which is NFIRS-compliant) to collect statistical information reported by the California Fire Service in a modular/paperless format. Reporting in the NFIRS format to the SFM fulfills any reporting requirements of grants.

Information regarding NFIRS reporting is available at the NFIRS website www.nfirs.fema.gov. Your department will need to decide whether to use a vendor (vendors are listed on the website) or the Federal Client Tool Software (available for download at the website) to report your department's activities.

If your department decides to use the Federal Client Tool Software, complete information regarding the use of this Federal Client Tool Software, including the minimum computer hardware requirements and the necessity of internet capabilities, is explained at www.nfirs.fema.gov. If these hardware/internet service requirements are met, you will need to register under the "user" section at www.nfirs.fema.gov and contact Kirsti Fong, Program Coordinator at (916) 445-8435 or email kirsti.fong@fire.ca.gov to activate your "user" account. After activation, you will be able to log on under the "user" section to download/install the software according to your database type, following the directions in the "USFA NFIRS 5.0 Data Entry Tool User Guide" also available for download at that website.

Procedures for downloading and installing the NFIRS software, the "user injection" procedure (required before entering your department's activities off-line), exporting data, and working in the off-line/on-line mode are some of the procedures explained in the guidelines available for download at www.nfirs.fema.gov/users/usersdocs.shtml (i.e., the "USFA NFIRS 5.0 Data Entry Tool User Guide" [referenced above], "NFIRS 5.0 Complete Reference Guide," "Quick Reference Guide," "Configuration Tool Guide" and "System Administration Tool Guide"). A Tutorial PowerPoint Presentation is available at www.nfirs.fema.gov to guide you through the installation/download, along with an overview of the NFIRS software.

California reporters enter their incidents "off line" and submit their exported data quarterly to the Office of the State Fire Marshal for validation into the NFIRS. As such, the first time the software is started after installation according to your database type, a "user injection" (described in the Data Entry Tool User Guide) must be completed.